

HUMAN RESOURCES OFFICE
Naval Support Activity Bahrain
Vacancy Announcement
Announcement Number - NSA-11-012
READ THIS ENTIRE ANNOUNCEMENT CAREFULLY

OPENING DATE: 4 February 2011

CLOSING DATE: 18 February 2011

Position Title:	Supervisory Housing Specialist (Director of Housing)		
Pay Plan-Series-Grade:	GS-1173-13	Status:	Full-Time /Permanent
Yearly Salary Range:	\$71,674- \$93,175 per Annum	Location:	NSA, Housing Department
Area of Consideration:	Current Navy Employees; Military Spouse Preference/Family Member's eligibles residing in the Commuting Area; Veterans Employment Opportunity Act (VEOA) eligible; VRA; 30% < disabled; Reinstatement Eligible.		

ABOUT THE JOB

This position is for the Housing Department Head, Naval Security Activity Bahrain. Incumbent is the Housing Department Head responsible for managing the community housing referral and relocation assistance program, the short-term lease requirement program and for managing, operating and maintaining housing management programs. Also provides technical guidance to lower level housing management personnel involved in performing the routine segments of the work. Supervisory responsibilities encompass all aspects of personnel administration. Incumbent plans, implements and directs programs relating to overall procedures for housing administration, tenant relations, entitlement procedures, eligibility requirements, occupancy practices, leasing standards, utility management and related housing functions. Incumbent develops procedures and instructions concerning housing referral activities to obtain adequate private housing in the local community and ensures referral properties meet acceptable criteria prior to being offered; including security requirement established in accordance with Force Protection requirements. Incumbent coordinates with local realtors and owners to establish fair market rental value for rental properties being offered. Incumbent develops implements and evaluates studies and surveys of area ordinances and regulations governing community life and makes recommendations that would improve housing administrative policies to responsible authorities. Also coordinates housing management program with the major functions and departments of other agencies for whom housing is provided to ensure adequate services and facilities are provided. Incumbent oversees the design, development and implementation of housing forms and reports to measure achievement of goals, inventory management, community assets, utilization and financial assets required to operate housing programs as well as oversee design, development and implementation of management information reporting systems sufficient for summarizing data on housing programs. Incumbent represents Commander, Navy Region Southwest Asia at conferences, meetings, civil hearing or negotiations with Bahrain officials, municipal organizations and landlords concerning current and future housing programs, practices and trends.

QUALIFICATIONS/EVALUATION METHOD

- 1 year of specialized experience equivalent to at least GS-12. The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
<http://www.opm.gov/qualifications/standards>.
 - Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
 - One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.
 - Education cannot be substituted for experience at this grade level.
-

CONDITIONS OF EMPLOYMENT

1. Selectee must undergo a background investigation;
 2. Must be a U.S. Citizen; and
 3. Permanent, Full-time, work schedule not to exceed 80 hours per pay period.
-

REQUIRED DOCUMENTS

1. **Resume:** In order for the work experience to be evaluated, applicants must identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment. If this information is not provided your application will not be evaluated for the position.
2. Copy of SF-50 (Notification of Personnel Action) for current federal employee on Leave Without Pay (LWOP);
3. Questionnaire for Military Spouse or Family Member Preference; and
4. Copy of spouse's PCS orders and Dependent Entry Approval.
5. Financial statement is required.
6. DD-214 if applicable.

All documents must be legible! If all the required documents above are not provided your application will not be considered. Do not submit any documents not listed above. IMPORTANT! DO NOT SUBMIT unsolicited documents.

NOTICES

HAND DELIVER APPLICATIONS TO:

Naval Support Activity Bahrain, Human Resources Office, Bldg 267

Applications not received by the closing date will not be considered.

FAXED DOCUMENTS WILL NOT BE ACCEPTED

- Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside/CONUS" hire will **NOT** be granted for local hire.
- Military Spouse Preference eligibles **will lose** their preference upon acceptance or declination of a job offer to a permanent position.

MANAGEMENT MAY FILL THE VACANCY BY METHODS OTHER THAN MERIT STAFFING PROCEDURES.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.

* Employment under 'Schedule A' authority may not extend longer than 2 months following the transfer of the sponsor from the commuting area of his or her duty station, the separation of the appointee's sponsor, or beyond the time the employee ceases to be a family member.
